

BOARD OF FINANCE
REGULAR MEETING
January 19, 2016 7:00 p.m.
Town Hall
MINUTES

Members Present: Chairman David Scata, Vice-Chairman Elizabeth Charron, Secretary Meghan Bruce, Kevin Cwikla, Phillip Johnson, Diane Malozzi, Stephen Salisbury (Alternate), and Michael Nintean (Alternate)

Members Absent: Vin Shea (Alternate)

Also Present: First Selectman Betsy Petrie, Selectman John Bendoraitis, Selectman Glen Coutu, Veronica Calvert, Finance Director, Rob Cady (Chairman Public Works Building Committee (PWBC)), James Russo (Chairman of Library Building Committee), John Powell (member of PWBC), Mark Zessin and Kevin Grindle from Anchor Engineering and Recording Secretary Linda McDonald

- A. Call to Order:** D. Scata called the meeting to order at 7:00 p.m. and welcomed new member Michael Nintean.
- B. Correspondence:** BOE Expenditure Report
- C. Minutes:**
1. December 7, 2015 Special Meeting Minutes:
M. Bruce MOVED to approve the December 7, 2015 special meeting minutes as presented.
P. Johnson SECONDED. MOTION CARRIED 5:0:1 with P. Johnson abstaining.
 2. December 15, 2015 Special Meeting Minutes
M. Bruce MOVED to approve the December 15, 2015 special meeting minutes as presented.
K. Cwikla SECONDED. MOTION CARRIED 5:0:1 with P. Johnson abstaining.
 3. December 15, 2015 Regular Meeting Minutes:
 4. K. Cwikla MOVED to approve the December 15, 2015 regular meeting minutes as presented.
M. Bruce SECONDED. MOTION CARRIED 5:0:1 with P. Johnson abstaining.
- D. Public Comments:** There were no public comments.
- E. Financial Report:** Town Monthly Reports for Fiscal Year 2015-2016 Expenditures, Revenues, TIP/SIP, Contingency and Fund Balance: Board discussion followed on expenditures for Department 420 (Police Services) regarding the unfunded State mandate requiring body cameras for the constables. The members requested paper copies of the audit when they pick up their budget books.
- F. New Business:**
1. Discuss and act upon request from Public Works Building Committee (PWBC):
- R. Cady explained that additional funds (up to \$40,000.00) would be needed for the Phase II environmental study and to cover remediation costs. He said the plan is to demolish the existing buildings on the current site of the public works garage. The Committee is asking for

the money up front so the project timeline can proceed and be brought to Town Meeting for a vote in May 2016.

M. Zessin, representing Anchor Engineering, said the cost of remediation would depend on what contaminants are found at the site and the method chosen to remediate, including excavating and removing contaminated materials or capping the soils with fill and an impermeable cover. The type of remediation would also depend upon what would be the future use of the site. M. Zessin said there are several areas of environmental concern that need to be identified and the extent of contamination has not been determined. His company would have to make a grid over the site and test throughout the grid, which requires a large number of samples.

Discussion followed. R. Cady said the remediation cost will be built into the total cost of the project. The use of the site after demolition would be determined by the public.

E. Charron asked what If this request can't be funded until July 1st. R. Cady responded the intent of the committee is to present at Town meeting this year and would like to have this cost included. L. Charron said the only place to take this from is Contingency.

B. Petrie spoke about the parcel in relation to the Village Rural District and Plan of Conservation and Development (POCD) and the responsibility of the town to have the tests done. She said there are \$25,000.00 in funds available from the FY 2015 Dispatch early termination fee that could be earmarked to the remediation of the site. B. Petrie commented on the liability of the town knowing there is some site contamination.

G. Coutu said he also doesn't wish to delay going to town meeting and asked if there are monies from the State to do remediation if contamination is found. R. Cady responded that Town Planner P. Chester will look into if there are funds available from the State, but that process could delay the project.

D. Scata asked if the board tabled this discussion and possible action to the regular meeting in February, would that disrupt the process. R. Cady said this is an 8-12 week process and the committee would wish to do public forums. He said tabling this could make the committee miss putting the project out to vote at the Annual Town Meeting in May.

E. Charron MOVED to fund up to \$40,000.00 for the Phase II study and hazardous building study, funds to come from contingency. K. Cwikla SECONDED. Discussion followed. MOTION FAILED 1:5:0.

D. Scata MOVED to add this same discussion (Discuss and act upon request from Public Works Building Committee) to the February regular BOF meeting agenda. P. Johnson SECONDED. MOTION CARRIED 6:0:0.

P. Johnson MOVED to move to item #7 on agenda at this time. E. Charron SECONDED. MOTION CARRIED 5:1:0 with D. Scata opposed.

2. Discuss a public works plan after the departure of the Director (BOS)

B. Petrie reported the town has retained Yantic River Consulting for engineering services. Responding to a question from the board, she said the town did not go out to bid for these services.

3. Discuss excess capital balances and use of funds (BOS): B. Petrie recommended consolidating some of the road and bridges accounts to the Contingency Unfunded Balance (220) in order to streamline reporting. V. Calvert gave examples of how funding could be moved. Discussion followed. The board will take this under consideration.
4. Discuss current projects (BOS): G. Coutu spoke to TIP expenditures including stove replacement on the public side of the Fire Safety Complex (FSC), installing heat tapes on roof edges at the FSC and senior center, roofing at the FSC, improvements at community center (which would probably come out of the community center account), siding at the FSC, and painting the senior center ceilings (funds to come from FEMA).
5. Discuss Fund 207 – Unimproved Roads (BOS): B. Petrie said this fund account hasn't been funded in the past few years. Monies have been put into the General Fund. She commented on the importance of having the fund for road materials.

J. Bendoraitis said the BOS needs guidance from BOF for budget preparation purposes, specifically, should this fund be funded out of Public Works?

6. Information for BOF – Update on WPCA budget preparation (BOS): B. Petrie said the WPCA is a taxing district and, as an entity of the town, should provide updates that loan payments are being paid to the BOS and BOF as the town is responsible for the loan payments. Discussion followed as to how often the WPCA could present updates to the two boards.
7. Discuss bonding for library renovation/addition (BOS): B. Petrie said there have been some project delays. J. Russo reported on the revised cash flow analysis for the library project. He said the project has to have a start date by the end of calendar year 2016 and the Library Building will be applying for a STEAP grant when final architectural drawings are done.

M. Bruce said she has concern that bid prices will exceed project cost that was approved by the Town. D. Scata shares this concern and that asking for additional money might not be acceptable to the Board. P. Johnson asked if project might be scaled down if costs exceed original construction price. J. Russo replied that the Library Building Committee could take some finishes out to bring the project cost down if necessary.

Discussion followed on the necessity of bonding both the Roads and Bridges project and library construction project at the same time.

G. Other:

1. Request from Phil Chester: D. Scata said the Town Planner has made a request to change the meeting times for his five budget presentations to the February regular BOF meeting.

Discussion followed on the importance of presenting before the public (to gather public input) at the budget meetings.

D. Scata MOVED to change the meeting times that Town Planner Phil Chester had requested to come to the regular Board of Finance meeting in February. There was no SECOND. MOTION FAILED.

2. Nameplates: D. Scata said nameplates for the BOF would identify members to the public at meetings.

D. Scata MOVED to purchase nameplates for the BOF members, funds to come from the BOF budget. D. Malozzi SECONDED. MOTION CARRIED 6:0:0.

H. Adjourn: M. Bruce MOVED to adjourn the regular meeting at 9:00 p.m. K. Cwikla SECONDED. MOTION CARRIED 6:0:0.

Respectfully Submitted,
Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.